

## Job Announcement for Finance and Admin Coordinator

PREPARE (Partnership for Rural Europe) is now looking for a **Finance and Admin Coordinator** for its Horizon Europe projects to work on finance and administrative aspects of the projects implementation. The role is a **mid-level seniority** and it is offered on a part-time basis.

### Role description and responsibilities:

**Time of engagement:** January/February 2024 to the end of the projects in 2027 (Initial contract period is two years with possibility for extension)

**Special working arrangement:** This is a part-time position with variable working arrangement and flexible (variable) working schedule. The position, however, requires regular monthly engagement as per agreed scope and schedule. This is a homework/telework position.

### The responsibilities and primary tasks include but not limited to:

- Maintaining financial oversight of the projects, including payment processing, invoicing as well as contract management and procurement in collaboration with other projects' staff and Secretary General
- Verifying and processing incoming invoices and personnel remuneration and maintaining working relations with PREPARE's accountant
- Execution, monitoring and justification of projects expenses in accordance with overall projects budgets and relevant EU requirements
- Completion of financial reporting requirements and keeping records of relevant financial documents
- Supervises administrative services within PREPARE by managing filing, storage and security of documents (both electronic versions and hard copies)
- Ensuring quality control of all administrative items and providing comprehensive administrative assistance including overall projects' personnel administration
- Recommends, implements and ensures compliance with financial and administrative related policies as well as donors administrative and financial rules and procedures

Finance and Admin Coordinator will work under the supervision and in close collaboration with Secretary General of PREPARE and in coordination with other projects staff. Occasional travel to project staff meetings will be required.

**Remuneration:** Remuneration will correspond to the mid-level seniority and will be adjusted as per working time for each month.

### Qualifications and experience:

- Minimum of 3 years of experience working in finance and administration in grant management field, preferably in EU funded projects
- University degree
- Experience of budget administration
- Good understanding, knowledge and skills in financial and administration management processes
- Ability to work in a team setting with high sense of confidentiality, solidarity and flexibility



- Demonstrated organisational skills and attention to detail; and strong interpersonal skills and ability to network and work collaboratively with others
- Ability to work independently, efficiently, and reliably from a remote location, making sure that quality maintains high standards and is provided according to strict deadlines
- ICT skills commensurate with the scope of the post.
- Excellent command of spoken and written English, while working knowledge of French is considered as an advantage;

## Application process:

The applicants through their cover letters and corresponding CVs should demonstrate that they satisfy the above requirements for this position.

**Deadline for applications:** Applications, including short cover letter and CV should be sent to Miodrag Matavulj, Secretary General of PREPARE to the following email address: [miodrag.m@cerd.ba](mailto:miodrag.m@cerd.ba) by **10<sup>th</sup> of January 2024**.

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## About PREPARE:

**PREPARE - Partnerships for Rural Europe** has played a key role in rural development in Europe, **bringing together rural actors and stimulating exchange** in the unique format of “PREPARE Gatherings” and “travelling workshops”, through which hundreds of rural NGOs and community groups, active rural inhabitants, as well as many representatives of national, regional and local authorities **have been able to meet and discuss the key challenges of rural areas and the best ways to address them**.

PREPARE builds cooperation and undertakes joint action with a wide range of partners and currently PREPARE network membership comprises over 20 national platforms of rural organisations from countries across the Europe. PREPARE plays a strong role in mobilising civil society, building trust and developing new democratic rural development instruments in EU member states and candidate countries.

**PREPARE is helping rural actors to have their voice heard in policy debate**, for example about the future of EU rural development.

PREPARE is co-founder and co-organiser of European Rural Parliament (ERP) together with two other European Networks, the European Rural Communities Alliance (ERCA) and the European LEADER Association for Rural Development (ELARD).

Since 2016, PREPARE is registered as an international NGO in Brussels, Belgium. Currently, PREPARE, as part of larger consortiums of partner organisations, was awarded three Horizon Europe projects.

More info about PREPARE you can find at the following link: [About – PREPARE \(prepare-network.eu\)](https://prepare-network.eu)